

VT01

Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies



✓ What this form is for

You may use this form to deliver a certified voluntary translation of a document in English (subject to the Directive disclosure requirements) that is being filed with this form or has been previously delivered to the Registrar of Companies on or after 1st January 2007.

✗ What this form is NOT for

You cannot use this form to deliver a certified translation in any language other than official EU languages or in respect of any non-Directive disclosure documents.

For help filling in this form and for a list of documents that can be voluntarily translated, please refer to our guidance at www.companieshouse.gov.uk

1 Company details

Company number

Company name in full

→ Filling in this form

Please complete in typescript or in bold black capitals.

All fields are mandatory unless specified or indicated by *

2 Description of the original document ①

Document type

① Description of the original document

Please enter the document type (e.g. articles of association) and any distinguishing information if more than one document of that type was filed on the same day.

An original document means a document subject to the Directive disclosure requirements. For more information, please visit www.companieshouse.gov.uk

② Only complete the date box if the original document has already been filed with the Registrar.

Original document

If the original document is not enclosed with the VT01, please enter the date of registration of the original document (which must be on or after 1st January 2007). ②

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3 Certified voluntary translation

The certified voluntary translation must be in an official language of the European Union. Please indicate the language here. ③

Language of the certified voluntary translation *

③ For a list of official languages of the European Union and for information about the certification process, please refer to our guidance at www.companieshouse.gov.uk

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Notes

Please note:

If you are applying for, or have been granted, exemption under section 243 of the Companies Act 2006 and the document(s) you are voluntarily translating contain(s) your usual residential address, please post this form along with the certified voluntary translation and, if applicable, the original document to the address below:

The Registrar of Companies, PO BOX 4082, Cardiff, CF14 3WE.

5

Signature

I am signing this form on behalf of the company.

Signature

Signature

X

X

❶ Societas Europaea

If the form is being filed on behalf of a Societas Europaea (SE), please delete 'director' and insert details of which organ of the SE the person signing has membership.

❷ Person authorised

Under either section 270 or 274 of the Companies Act 2006.

This form may be signed by:

Director ❶, Secretary, Person authorised ❷, Permanent representative on behalf of an overseas company, Liquidator, Administrator, Administrative receiver, Receiver, Receiver manager, Charity commission receiver and manager, CIC manager, Judicial factor.

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Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have fully completed Section 2 'Description of the original document' (if applicable).
- You have signed the form.
- That the accompanying voluntary translation has also been certified.
- If the company to which this document relates has signed up to the PROOF (PROtected Online Filing) scheme, you **must** also deliver with this form and the certified voluntary translation a PR03 form 'Consent for paper filing'.



Important information

Please note that all information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:

The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:

The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

Section 243 exemption

If you are applying for, or have been granted, a section 243 exemption, please post this form along with the translation to the different postal address below:
The Registrar of Companies, PO Box 4082,
Cardiff, CF14 3WE.



Further information

For further information, please see the guidance notes on the website at www.companieshouse.gov.uk or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.companieshouse.gov.uk